

16 October 1953

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MEMORANDUM FOR: Chief, Support Staff  
SUBJECT : Weekly Activity Report

A. PROGRESS REPORT - OLD PROJECTS

1. [REDACTED]

a. Improvements have been developed in the procedure for handling mail and packages [REDACTED] All packages received for mailing will be checked for secure and adequate wrapping, and rewrapped or re-inforced when necessary.

b. All surplus training and administrative equipment and supplies generated [REDACTED] during the period 1 July 1952 to 30 September 1953 were returned to Washington during the week of 5-9 October 1953. Quantity of surplus was 4 "Tractor-Trailer" truck loads.

d. The Assistant Personnel Officer, OTR, is preparing a procedure for [REDACTED] to regularize the termination of provisionally cleared personnel. The concurrence of the Chief, Security Division will be requested since it is proposed that he be requested to furnish administrative information in each case to serve as a basis for the termination. 25 YEAR RE-REVIEW

2. [REDACTED]

a. A detailed report of the project was submitted to the IG Office in response to their request.

b. [REDACTED] vehicle will be given maintenance check on 17-18 October. It is possible that the vehicle may be out of service on 19 October.

c. The weekly report of the utilization of [REDACTED] facilities is attached.

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b. Messrs. [ ] (Security Office) and [ ] conferred at length with the Director and Administrative Officer of the Institute reviewing the security aspect of all records they maintain of Agency sponsored students. A complete report will be made to D/TR.

4. [ ] The original one-way communication and courier services to [ ] have been extended to two-way services. The communication contact has been transferred from [ ] to [ ] who will receive incoming materials as well as cables. Material and messages have now been sent both ways through both services. The systems are very satisfactory.

5. [ ] The processing of personnel for this project has been stopped. The Personnel Officer is coordinating the reassignment of civilian and military personnel presently assigned to the project. No action will be taken concerning the disposition of the T/O until further word has been received from the DDA through the DTR.

B. ITEMS OF CURRENT INTEREST - None

C. NEW PROJECTS DURING WEEK - None

D. ITEMS OF ADMINISTRATIVE INTEREST

1. Finance

a. At the request of the Comptroller, a report has been prepared showing advances and reimbursements made to other government agencies during FY1953 and estimated for FY1954 and 1955.

2. Personnel

a. The final report on the Classification Survey of the Administrative Services Branch, Support Staff, has been completed and will be submitted to the Director of Training within the next few days.

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b. This office will take no further action concerning T/O changes until certain top-level OTR organizational revisions have been effected.

c. The Assistant Personnel Officer has devised a procedure whereby Junior Officer Trainees will be assessed as a normal part of their Entrance on Duty processing. This procedure has the concurrence of [redacted], and has been signed and forwarded to the Personnel Director for approval and implementation.

3. Security - [redacted]. Mr. [redacted] visited [redacted] and conferred with [redacted]. Purpose

of the meeting was to consider recommendations which had been made by representatives of the Security Office to improve security at the [redacted]. Certain of these recommendations were concurred in and others were not. As a result of the meeting, it was agreed that [redacted] would forward a report reflecting the actions taken with respect to the recommendations and the reasons for not implementing such recommendations with which disagreement was expressed.

4. Logistics Training Program. Mr. [redacted] Logistics Office, states that the Headquarters phase of the Logistics Training Program is tentatively scheduled to start on 9 November. On this schedule the on-job-training [redacted] will start 30 November and finish 18 December.

[redacted]  
Administrative Officer, OTR

Attachment: [redacted] Report

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